

CALIFORNIA FIRE SERVICE **FIREFIGHTER LINE-OF-DUTY DEATH**

GOVERNOR' S OFFICE NOTIFICATION



REPORTING POLICY AND PROCEDURES **FOR ALL CALIFORNIA FIRE AGENCIES**



POLICY

The California Emergency Management Agency (Cal EMA), Fire and Rescue Division is responsible for the immediate notification to the Governor’s Office of any “¹ Firefighter Line of Duty Death,” of any California Firefighter, regardless of the fire agency, that occurs within or outside of the State of California. Once notified, the fire agency will initiate and follow through in accordance with the established notification Policy and Procedures for accurate and timely information regarding the death of a firefighter.

¹ For the purpose of this notification process a “Firefighter Line-of-Duty Death” is defined as a firefighter fatality which occurs while responding to and engaged in fire suppression operations and/or emergency medical rescue activities.



PROCEDURES

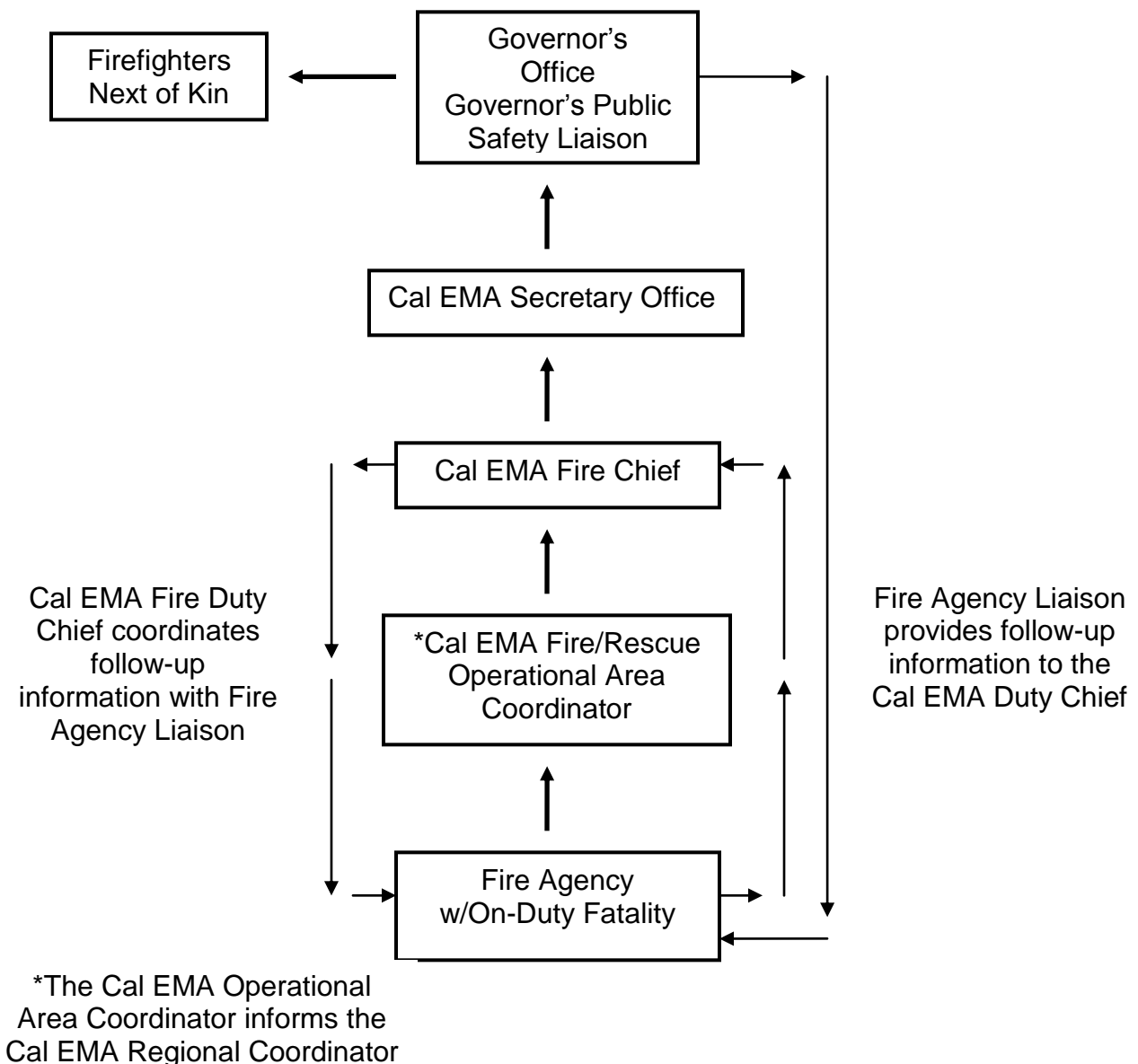
- I. The affected Fire Agency will immediately (or as soon as possible) notify their Cal EMA Fire and Rescue Operational Area Coordinator of the on-duty death of a firefighter including the name, rank and age of the fallen firefighter along with a synopsis of the incident and agencies liaison name and contact information. The name of the fallen firefighter and incident synopsis shall be handled and held in confidentiality and only used for notifications to the Governor's Office. The effected fire agency shall maintain responsibility for notification of next of kin and media news releases.

- II. The Cal EMA Fire and Rescue Operational Area Coordinator will directly notify the Cal EMA Fire Duty Chief at (916) 845-8711 and provide the information regarding the firefighter duty death. The Cal EMA Fire and Rescue Operational Area Coordinator will notify their Cal EMA Fire and Rescue Regional Coordinator.

- III. The Cal EMA Fire Duty Chief will immediately notify the Cal EMA Secretary or, in his absence the Cal EMA Fire Chief, who will notify the Governor's Office, Governor's Public Safety Liaison of the initial information regarding the firefighter death.

- IV. Once notification has been made, the Governor's Office will establish communications with the liaison of the affected fire agency to obtain further information for the Governor's communication to the Firefighter's Family and for a press release.
- V. The Governor's Office will, after issuing a press release, instruct that the Capitol State Flags be lowered for 72 hours.

Procedural Flow Chart for notifying the Governor's Office in the event of a California Fire Service On-Duty Firefighter Fatality.



**Notification to the Governor's Office
of a Firefighter Line of Duty Death**

Cal EMA Fire Duty Chief Phone Number (916) 845-8711

Name of Decedent: _____

Rank: _____

Age: _____

Name of Fire Agency: _____

Name of Chief or Contact Person: _____

Phone Number: _____

Fax Number: _____

Email: _____

Name of Spouse or Other: _____

Name and Ages of Children: _____

Brief Synopsis of Circumstances: _____

Received by: _____ Duty Chief: _____

Date: _____ Time: _____

Forwarded to Governor's Office: _____ Date _____ Time _____

[Link to Online Form](#)

Cal EMA Fire and Rescue – 10/7/10